

**Town Meeting Coordinating Committee
Minutes of September 27, 2007 Meeting**

1. The meeting began at 4pm in the second floor meeting room of Town Hall. Present: TMCC members: Harry Brooks, Carol Gray, Stephanie O'Keeffe, Peggy Roberts, Judy Simpson & Otto Stein.

2. **Minutes from Sept. 13, 2007**

Peggy suggested a change to minutes: p. 3, under 7, line 7: all input would be "fairly considered" and delete "structured". Stephanie suggested the following changes: a) edit on item 9, rather than saying Harry said someone on the Select Board said a "special election" would be necessary, it should say "special legislation" would be necessary; b) same paragraph, Stephanie suggested "town versus a city"; c) Regarding Anne Awad's concern about people being away for the summer, it should refer to people who are candidates; d) regarding the line about Alice Carlozzi's remarks, it should say she estimated the cost to be a couple hundred dollars to *produce* such a mailing; this estimate did not cover the mailing cost; e) Where it says that Stephanie said just because it's complicated doesn't mean it's TMCC's business. What she meant was just because it affects Town Meeting doesn't mean it's TMCC business; f) Under babysitting section, where it says Stephanie suggested this could be a Leisure Services issue it should say someone suggested it. (Stephanie said she doesn't remember saying it and Peggy said she might have said it.) Peggy made a motion and Otto seconded, that the minutes be accepted. They were unanimously accepted.

3. **Warrant Review Meeting – Oct. 25:**

a) **Tentative Calendar:**

Peggy said the Select Board is hoping to sign the warrant on Oct. 15. The mailing of the first packet is tentatively scheduled for Oct. 17, with materials due at noon on Oct. 15. Oct. 24 is the tentative date scheduled for the second mailing, with materials due at noon on Oct. 22.

b) **Tentative Warrant Articles:**

Hwei-Ling had suggested that Peggy get the whole list of dates, but the office wasn't eager to give that out since it's all tentative. After explaining the need to begin to plan the Warrant Review, she was able to get a draft of the tentative list of articles on the warrant.

c) **Agenda / Presenting of articles:**

Otto said the respective chairs of the committees would present the articles, but the Town Manager is listed as sponsoring various articles. Otto questioned whether the Manager would be the one who would explain the article. He noted that there are about five articles listed in the draft list as sponsored by the Town Manager, and questioned whether he would be presenting all of them. Otto said that is something that has never happened before. Peggy and others suggested if the Town Manager were presenting numerous articles, then they could be bundled and he could present all of them at the same time. (Harry volunteered to go ask the Town Manager whether he wished to present the articles that he was sponsoring. Harry left the meeting for five minutes to speak with the Town Manager and reported back that the Town Manager was not sponsoring the zoning articles, rather the respective boards or committees would be sponsoring them.)

Otto noted that part of the procedure is that you have to arrange the timing of the articles and contact people who would be presenting the articles. Peggy said there may be additional articles on top of what is now on the list. Harry noted the Select Board could put new articles on the warrant.

It was reported that it appears that as of right now there are not enough signatures on the petition articles being circulated, but there may be an attempt to get more signatures for a special meeting. If the petitioners get enough signatures, the additional articles would be included in the Warrant Review. Carol asked if we could let the petitioners present the overview of their article if any petition articles do end up on the warrant or with a Special Town Meeting. Others said yes, they could. Harry volunteered to call Vince to see how the signature drive is going so we can decide if it will be appropriate to include these articles in the warrant review.

It looks like we won't have to contend with 40 articles at this Town Meeting. Peggy volunteered to call Eric Nakajima to see if there is anything about the Master Plan expected for fall town meeting.

d) Time

Peggy said she had announced that the beginning time for the warrant review as 7:30pm. Otto had responded to her that it had been 7pm in the past. Stephanie said she already sent out a notice on the list-serve saying the warrant review was at 7pm. It was decided that it would be at 7pm. It was decided to schedule the Warrant Review from 7:00 to 9:00 p.m.

Harry asked if the moderator was going to be speaking before the warrant review commenced. Peggy said when she sent out the email about the warrant review, she immediately got a reply from Harrison Gregg saying "I don't think you need me", pointing out that it would be the second night of the Red Sox games if they made it to the World Series. Stephanie said maybe Otto could decide on the moderator in conjunction with the League. She asked Otto if he would like to set up the specifics of the meeting on his own or if he'd like help. Otto said he'd like help. Otto explained how the League would proceed with the forum once TMCC sets up the sequence. Otto said he's leery to set up a time schedule. Peggy said when we had 40 articles, all questions were postponed until the end. The purpose of the forum is not to debate, that's for TM. Regarding who would moderate, Judy said she personally liked to have a moderator who might run for moderator so we could see how they would do. Otto said we don't really want to politicize it. Peggy said we need to figure out how much of a question period we'll have. Otto said he would call a meeting with Martha Hanner from the League and go through what we've been talking about and go on from there. Peggy said she would be happy to meet with Otto and Martha.

Regarding starting Town Meeting on time, Judy suggested we do more to encourage people to come on time. There was a suggestion that people be urged to give amendments to the moderator in advance. Peggy suggested we get something ready for the second mailing that would be a plea to start meetings on time. Judy said she would be willing to work on drafting this flyer.

Bus Tour:

Carol reported that Mary Wentworth is willing to organize the bus tour for the spring, but didn't see the need for it for the coming fall Town Meeting if there are a lot of repeat articles from last spring. We reviewed the list of articles and many are appropriate for a bus tour, even the fair trade resolution article. Carol said she would call Mary again to see if she might be willing to do the fall bus. Peggy said we could either do it on Sat. Oct. 27 or Nov. 3. The first choice was the 27th, but it was decided to leave the date up to Mary Wentworth if she is willing to coordinate the bus tour. Harry volunteered to call Mary Wentworth right during the meeting and did so. Mary is willing to do the bus tour and will call Harry this weekend to tell him which date she is best able to do.

Carol suggested we invite ACTV to go on the bus tour. Harry said we might not want to intrude too much on the ACTV staff, but maybe someone else could run the camera. Harry said he would look into having ACTV be part of the bus tour.

Zoning Orientation Subcommittee:

Stephanie reported that this subcommittee had its first meeting today and it was productive but we still need to set up details. Carol read through the outline of what was planned for the zoning forum. Carol asked for permission from TMCC for the subcommittee to call to invite panelists prior to our next TMCC meeting since time was running low. The committee gave permission for possible speakers to be called.

Harry said he would line up ACTV for the zoning forum on Nov. 1, 7-9p.m. Peggy recommended a timed agenda. Otto asked how many people were planned. Carol said a couple for the first part (e.g., someone from the planning dept. and someone from TM, then a moderator type person, then perhaps four people representing the different committees and maybe including someone representing a business perspective.)

Suggestion Subcommittee: Stephanie reported that the committee met and set up meetings. She said the committee set up categories of suggestions and each of us on the committee will write up ideas and recommendations pertaining to the categories we have taken on. The committee will then come back to TMCC with its recommendations.

Peggy said Irwin Spiegelman wrote a long piece with several suggestions. She asked if Stephanie had that in the file. She said she wasn't sure if TMCC had gotten back to him. Stephanie said his suggestions have ended up on the list. Peggy said she thought Irwin took one of his suggestions to the Select Board the other night. Carol said the subcommittee planned to do a memo summarizing changes that have been made based on suggestions.

Regarding changes to the wiring of the Middle School auditorium, Harry said the people who do the wiring for Town Meeting would do 'drops' rather than wiring everything every time. They'll do a drop in the music room as well. It won't be nearly as expensive as the alternatives. Carol will call Harry to tell him what suggestions were made regarding wiring, lighting, etc. and Harry can report all positive changes so we can incorporate this in the memo that the subcommittee will be drafting to give to TM.

Babysitting Subcommittee: Carol and Harry reported that Frank Gatti, who was on the babysitting committee with Carol and Harry, has said there was a TM article passed a couple years ago saying there would be funding for babysitting and there was a link to that article on the Town Web site:

TMCC on Town Web site:

Carol recommended we post our agendas and minutes on the Town website and have TMCC become listed as a committee on the website. Stephanie volunteered to call Kris Pacunas to find out what the process is to make these things happen. Peggy expressed concern about whether they would want to post such long minutes. Carol said we could see if anyone complains.

Stephanie spoke about a draft list on the Town's website showing how to pull up many different resources. Kris Pacunas posted the draft list of resources for Stephanie to do editing and setting up of links. The list includes "How to Run for Town Meeting"; "How to Call a Special Town Meeting", "Where to Find League of Women Voters Resources"; a link to the Zoning Primer, etc. This list will be a living list which can be updated periodically.

Agenda for Oct. 11:

Judy will work on a draft memo for the TM packet urging people to come on time.

Harry is still collecting information about fall local elections and he will write something up about this topic. There was discussion of the Select Board hearing and how someone said we couldn't have early elections because we're a town, but Harry said towns could do it because Saugus did it. But someone pointed out that there needed to be special legislation in order for a town to be able to do that. Peggy pointed out that the Town Clerk was quite reluctant about this possibility (particularly the primary).

Judy asked for possible meeting times to be on the agenda since the current time seems to be bad for Phil. Harry suggested we send a memo asking for possible meeting times for each person. Otto pointed out we did that last time but said we could do it again.

Carol said the Open Meeting Law question was not answered yet by the Town Manager or town counsel but she would follow up. Carol asked if the zoning subcommittee meeting had been posted. Stephanie said it was.

Otto moved, Stephanie seconded, that the meeting be adjourned. It was voted unanimously to adjourn at 5:30 p.m.

Carol Gray, Secretary